L E S S O N 2

Entering CalTOP Transactions

Lesson Objectives

In this lesson, you will learn how to enter CalTOP data in an appropriate order. You will also learn how to navigate and use CalTOP forms to enter client admission, contact, episode status change, and treatment data.

A. Entering Data in Order

B. Using the Transaction List

C. Receiving CalTOP Errors

D. Entering Client Contact Information

E. Entering Client Admission and Status Change Data

F. Entering Client Treatment Information

G. Lesson Review

A. Entering Data in Order

The CalTOP forms you will use to enter and maintain client information each perform separate functions. Consequently, you need to enter the data into the forms in a logical sequence. For example, you cannot add client treatment information until you have added basic client information, nor can you complete episode status change information until you have entered the client's admission information.

CalTOP Form

1. Client Information must be first
2. Contact if applicable
3. Admission or Admission CA and Admission TOPPS II
4. ASAM/PPC II
5. Treatment
6. Episode Status Change

The following is an example of how you might enter information using CalTOP forms:

Action	Result
1. The client, Amanda Hatton, is recommended for treatment.	Create a *Client Information* record and a *Contact* transaction. For information about creating *Client Information* records, see "Managing a Client File" on pag e22; for information on entering contact information, see "Entering Client Contact Information" on page44.
2. Amanda Hatton is admitted to the treatment facility La Familia.	Create an *Admission – California Only* transaction in CalTOP, and an *Admission TOPPS II* transaction in ASI TOPPS II. For information on entering admission information, see "Using the Admission – California Only Form" on page 46.
3. A provider at the La Familia facility assesses Amanda's current treatment needs.	Create an *ASAM/PPC II* transaction. For information on creating *ASAM/PPC II* transactions, see "Using the ASAM/PPC II Form" on page60.
4. Amanda is treated during the first week of her stay.	Create a *Treatment* transaction. For more information on creating *Treatment* transactions, see "Using the Treatment form" on page68.

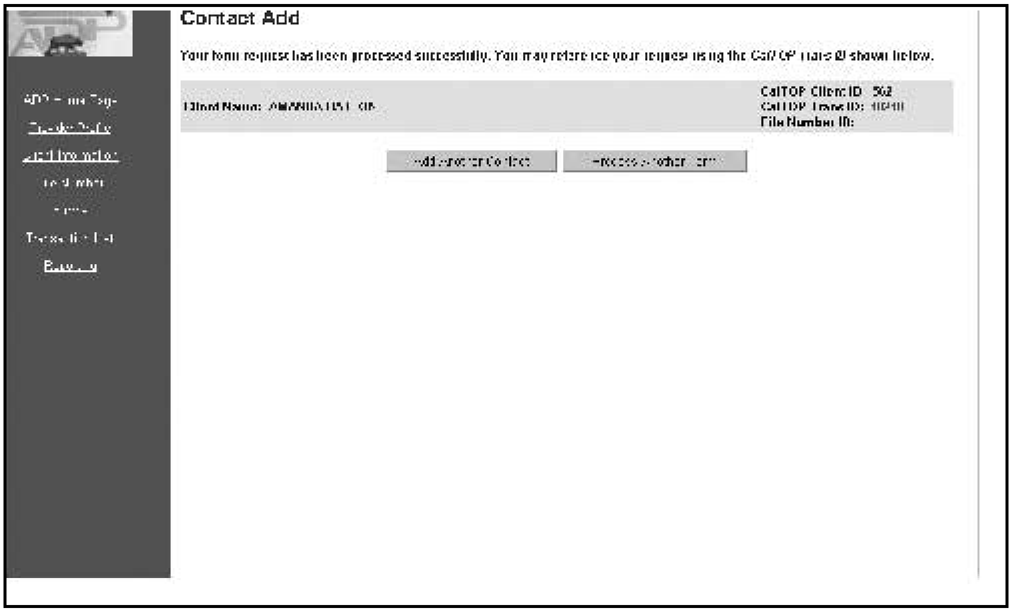
Action	Result
5. Amanda is treated and counseled multiple times during her second week of stay.	Create a *Treatment – One Client* transaction. For more information on creating *Treatment – One Client* transactions, see “Using the Treatment – One Client Form” on pag e70.
6. Amanda is counseled in a group session.	Create a *Treatment – Many Client* transaction for Amanda and the other clients in her session. For more information on *Treatment – Many Client* transactions, see “Using the Treatment – Many Client Form” on page73.
7. Amanda is discharged, and is now treated by a different provider.	Create an *Episode Status Change* transaction. For more information on tracking status changes, see “Using the Episode Status Change Form” on page 62.

B. Using the Transaction List

The Transaction List page enables you to view current information for clients.

Using Transaction IDs

A transaction number is assigned to a transaction and will be displayed on the screen each time you successfully submit a complete transaction or save a working copy. You can use the Transaction ID to look up a transaction or complete a working copy at a later time.



Transaction IDs are different from Client IDs and File Number IDs, because each Transaction ID is unique to a particular transaction. If you use the Transaction ID to locate a transaction, one transaction will be displayed. If you enter a Client ID or File Number ID, a list of all the transactions you have entered for that client or file number will be displayed.

Accessing the Transaction List Pages

You can use the Transaction List and Transaction List Detail pages to access previously entered forms for your client. You can access the Transaction List Detail page through the Transaction List page. The Transaction List Detail page enables you to view a complete list of transactions entered by your provider or by all providers for a particular client.

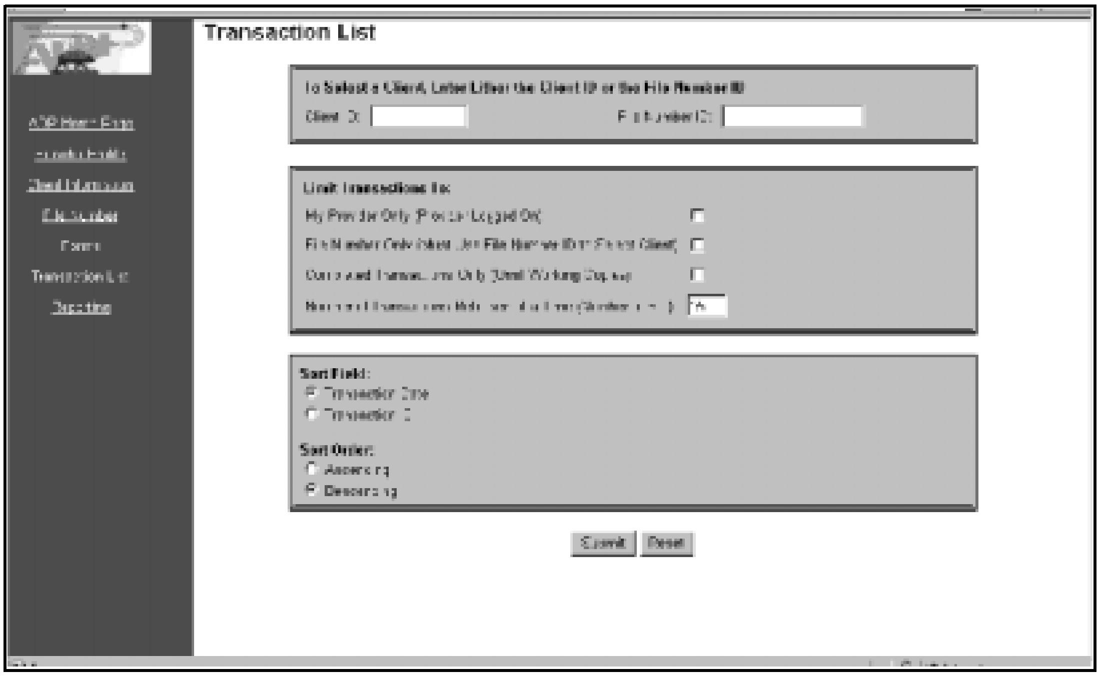
You can modify, review or delete the details only for those transactions created by your provider. The exceptions are the *Admission TOPSS II* and *Admissions ASI Lite* transactions you submitted, which can only be deleted using CalTOP .

Task 1: Accessing the Transaction List Detail Page

You can access the Transaction List Detail page in one of two ways:

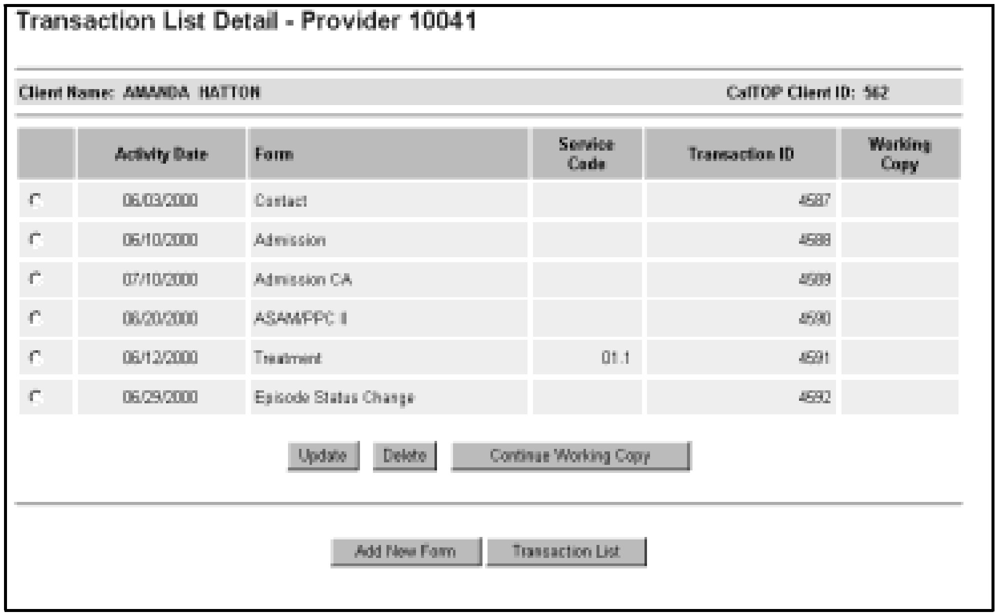
Option 1

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Transaction List** link.	The Transaction List page is displayed.



What to do	Results/Comments
2. In the **Client ID** field, type the client's CalTOP identification number. – or – In the **File Number ID** field, type a file number assigned to the client.	
3. If you want to view a list of transactions entered by all providers, clear the **My Provider Only (Provider Logged On)** check box.	
4. Click **Submit**.	The Transaction List Detail page is displayed.

What to do	Results/Comments



Transaction List Detail - Provider 10041

Client Name: AMANDA HATTON CalTOP Client ID: 562

	Activity Date	Form	Service Code	Transaction ID	Working Copy
○	06/03/2000	Contact		4587	
○	06/10/2000	Admission		4588	
○	07/10/2000	Admission CA		4589	
○	06/20/2000	ASAM/PPC II		4590	
○	06/12/2000	Treatment	01.1	4591	
○	06/29/2000	Episode Status Change		4592	

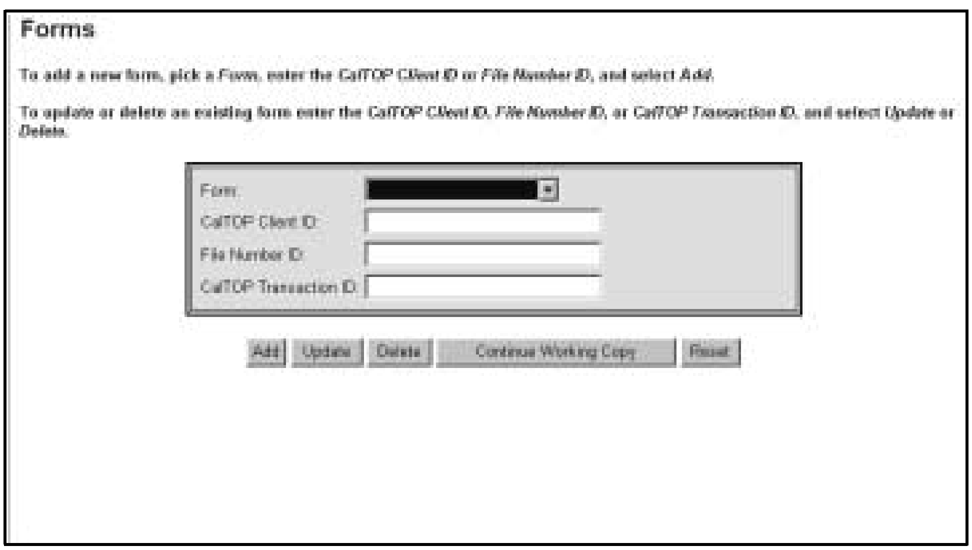
Update Delete Continue Working Copy

Add New Form Transaction List

Option 2

You can also access the Transaction List Detail page by:

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.

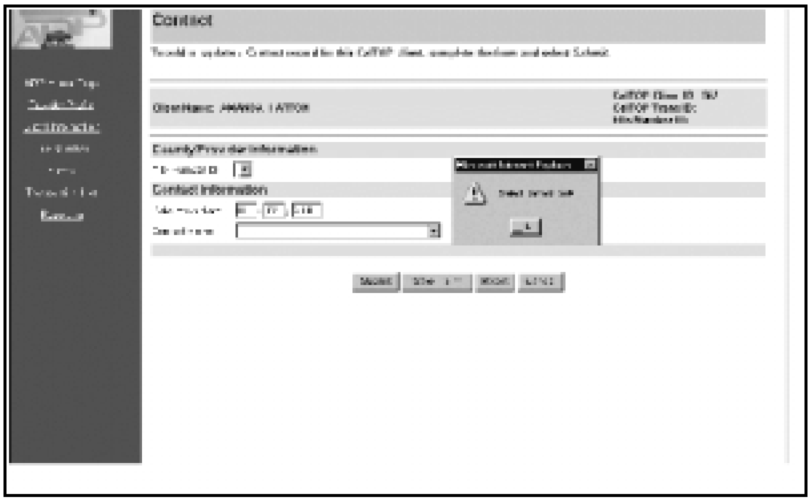


What to do		Results/Comments
2.	In the **Form** list, select the blank row or tab to the next field.	
3.	Enter the **CalTOP Client ID** – or – Enter the **File Number ID**.	
4.	Click **Update**.	The Transaction List Detail page is displayed.

C. Receiving CalTOP Errors

After you have completed a transaction and click **Submit**, CalTOP checks the values you entered to ensure they are valid. If any errors exist, CalTOP will issue client side error message and/or server side error messages.

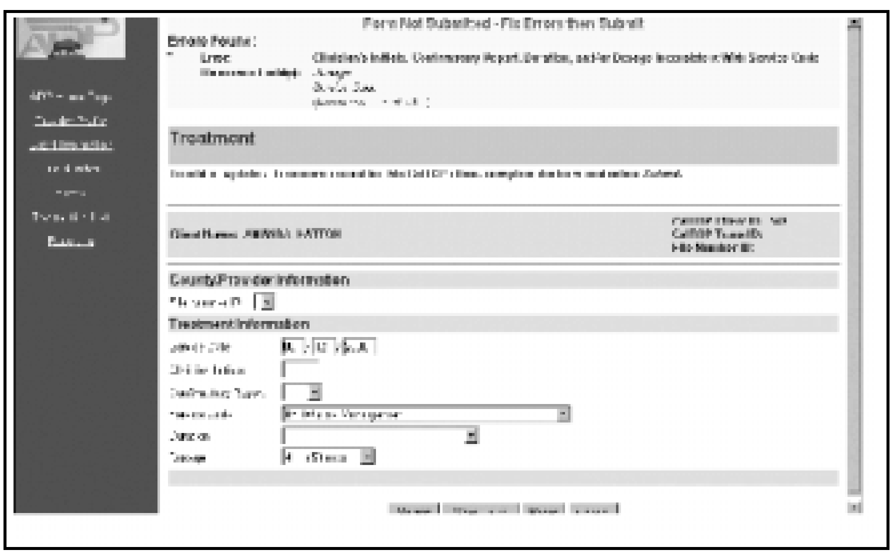
Client Side Errors



CalTOP will issue a client side error for each required field that contains an invalid entry or has been left blank. The message will inform you of the field in error. Click **OK** in the message box. Enter a valid value in the appropriate field (your cursor will be located in the field that requires a value), then click **Submit**. If no other errors exist, CalTOP will issue a Transaction ID.

If errors still remain, CalTOP will continue to issue client side errors until all required fields have been completed.

Server Side Errors



If no client side errors exist, CalTOP may issue one or more server side errors. Server side errors notify you when an invalid value has been entered in a specific field, or when interdependent fields contain invalid values (for example when **Pregnant** = **No** and **Month Began Prenatal Care** = **Fourth**).

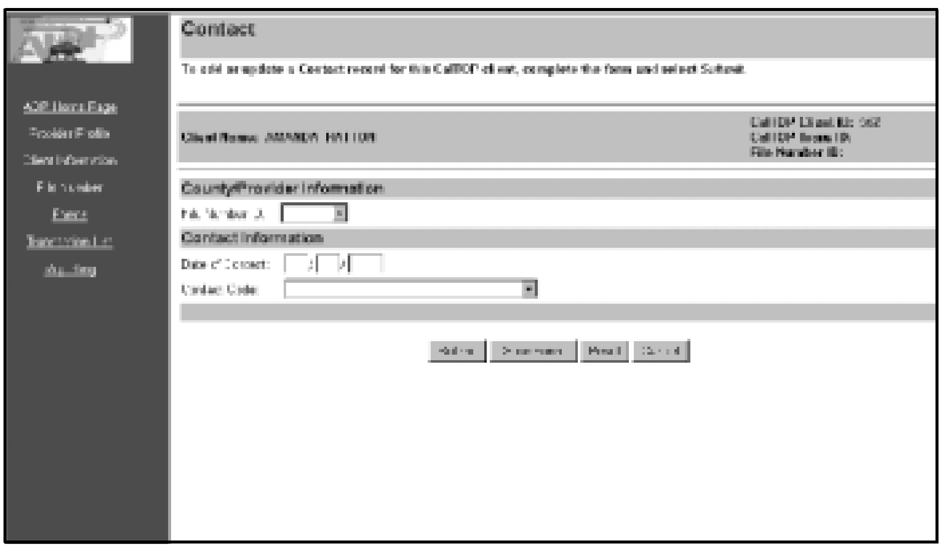
Replace values in error with valid values, then click **Submit**. (See "Error Messages" on page163 for information on correcting specific server side errors). If server side errors still remain, continue to correct those errors until CalTOP issues a Transaction ID for a successfully submitted transaction.

D. Entering Client Contact Information

After you add the client information to the CalTOP database using the Client Information form, you have the option to create records of contact using the *Contact* form. Completion of the *Contact* form is optional and is not required. For information on entering data in the *Client Information* form, see “Managing a Client File” on page22.

Task 1: Accessing the Contact Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Form** list, select **Contact**.	
3. Enter the **CalTOP Client ID** – or – Enter a **File Number ID**.	
4. Click **Add.**	The *Contact* form is displayed.



Task 2: Creating Contact Transactions

What to do	Results/Comments
1. In the **File Number ID** list, select a File Number ID to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value by selecting another file number from the list. For more information, see “Using Client IDs and Client File Number IDs” on page 27.
2. In the **Date of Contact** fields, type the date of contact with the client.	Enter the date in the following format: mm/dd/yyyy
3. In the **Contact Code** list, select the method of contact with the client, such as **In Person**.	
4. Continue to Task 3.	

Task 3: Submitting Data to CalTOP

- When you have completed the *Contact* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with a Transaction ID assigned to the transaction.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see “Using Transaction IDs” on page38. For a list of error messages and instructions on how to correct them, see “Error Messages” on pa ge163.

E. Entering Client Admission and Status Change Data

You can use several CalTOP forms to enter information about client admissions and discharges. This section shows you how to complete the *Admission – California Only*, *Admission*, *ASAM/PPC II*, and *Episode Status Change* forms.

For information on entering admission data in ASI TOPPS II, see the *ASI TOPPS II Software Users Guide*, November 1999.

Using the Admission – California Only Form

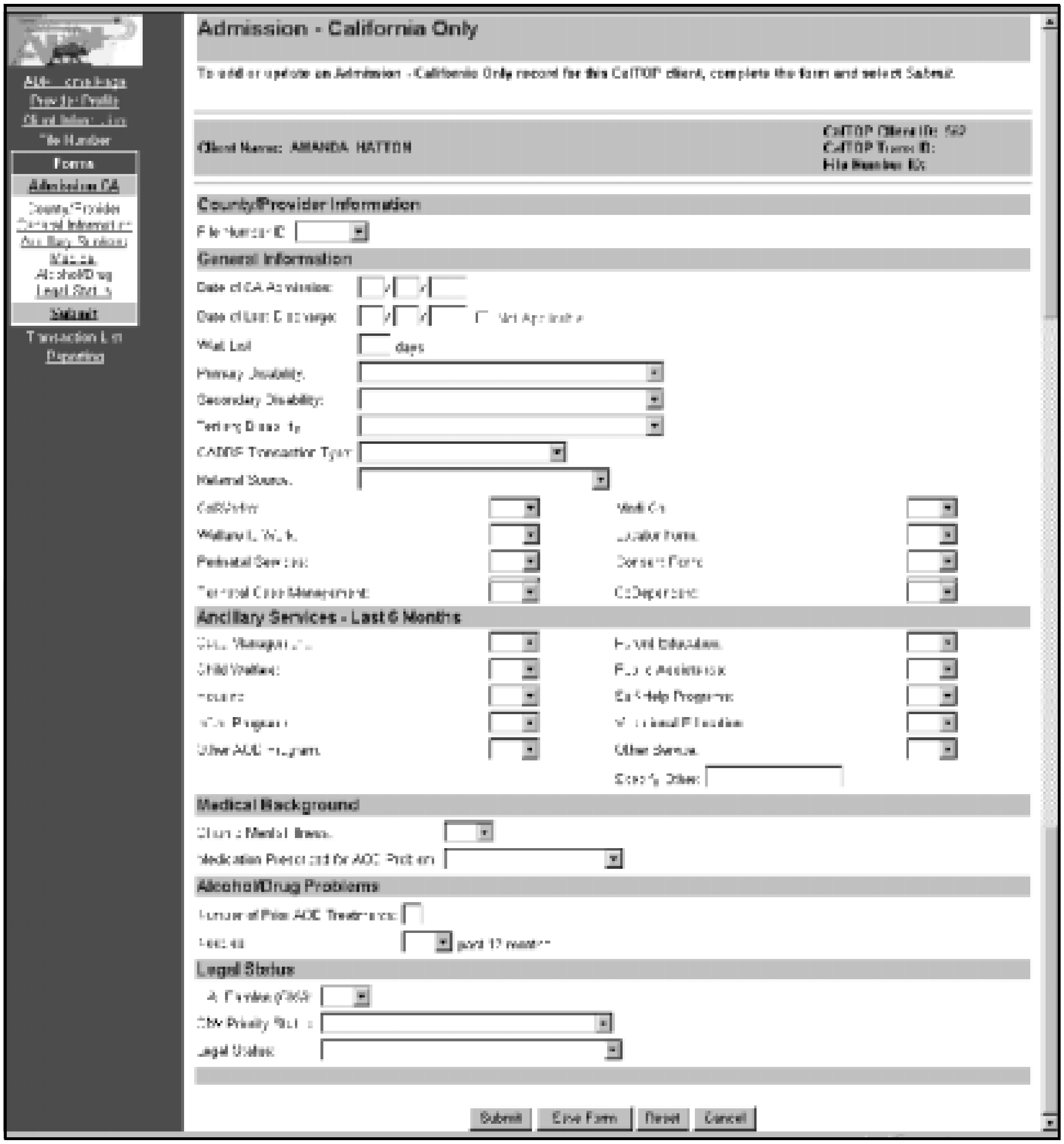
Use the *Admission – California Only* form to enter client admission information through CalTOP. This form is used in conjunction with the *Admission TOPPS II* form in the ASI TOPPS II software to provide complete client information. See the *ASI TOPPS II Software Users Guide* for information about using the *Admission TOPPS II* form.

You can submit the *Admission – California Only* and *Admission TOPPS II* forms in any order.

Task 1: Accessing the Admission – California Only Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Form** list, select **Admission CA**.	
3. Enter the **CalTOP Client ID** – or – Enter a **File Number ID**.	
4. Click **Add**.	The *Admission – California Only* form is displayed.

What to do	Results/Comments



5. Continue to Task 2.

Task 2: Entering General Information

What to do	Results/Comments
1. In the **File Number ID** list, select a file number to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value by selecting another file number from the list.
2. In the **Date of CA Admission** fields, type the date of the client's admission.	Enter the date in this format: mm/dd/yyyy
3. In the **Date of Last Discharge** field, type the date of the client's most recent discharge from any facility. – or – Click the **Not Applicable** checkbox.	Enter the date in this format: mm/dd/yyyy
4. In the **Wait List** field, type the number of days the client has been on a wait list.	
5. In the **Primary Disability**, **Secondary Disability**, and **Tertiary Disability** lists, select the type of disability or disabilities which the client has.	If you select **None** in the **Primary Disability** list, you must select **None** in the **Secondary** and **Tertiary Disability** lists.
6. In the **CADDS Transaction Type** list, select **Initial Admission**, **Transfer**, or **Change in Service**.	
7. In the **Referral Source** list, select the person or organization that referred the client for treatment.	
8. In the following lists, indicate whether or not your client participates in the following programs or has completed the following forms: **CalWorks** **Medi-Cal** **Welfare to Work** **Locator Form** **Perinatal Services** **Consent Form** **Perinatal Case Management**	

What to do	Results/Comments
9. In the **CoDependent** list, indicate whether or not the client is a codependent.	Data on codependents will not be used for the CalTOP Treatment Client Outcome Study.
10. Continue to Task 3.	

Task 3: Entering Ancillary Services – Last 6 Months Information

What to do	Results/Comments
1. In the following lists, indicate whether or not your client uses or has used the following services: **Case Management** **Parent Education** **Child Welfare** **Public Assistance** **Housing** **Self-Help Programs** **Infant Programs** **Vocational Education** **Other AOD Programs** **Other Services**	
2. If you selected **Yes** in the **Other Services** list, in the **Specify Other** field, type the name of the service provided.	
3. Continue to Task 4.	

Task 4: Entering Medical Background Information

What to do	Results/Comments
1. In the **Chronic Mental Illness** list, indicate whether or not the client has been diagnosed with chronic mental illness.	This is an optional value.
2. In the **Medication Prescribed for AOD Problem** list, select the type of medications prescribed to the client.	
3. Continue to Task 5.	

Task 5: Entering Alcohol/Drug Problems Information

What to do	Results/Comments
1. In the **Number of Prior AOD Treatments** field, type the number of prior treatments the client has received.	
2. In the **Needles** list, indicate whether or not the client has used needles in the past 12 months.	
3. Continue to Task 6.	

Task 6: Entering Legal Status Information

What to do	Results/Comments
1. In the **L.A. Parolee (CIW)** list, indicate whether or not the client is an L.A. Parolee.	If the client's gender is designated as male, this field displays **No** and cannot be modified.
2. In the **CIW Priority Status** list, select the CIW priority status that best applies to the client.	If you selected **Yes** in the **L.A. Parolee (CIW)** list, you must select one of the three CIW priority statuses – **Not applicable** is not a valid option. If the client's gender is designated as male, this field displays **Not applicable** and cannot be modified.
3. In the **Legal Status** list, select the term that best describes the client's legal status.	
4. Continue to Task 7.	

Task 7: Submitting Data to CalTOP

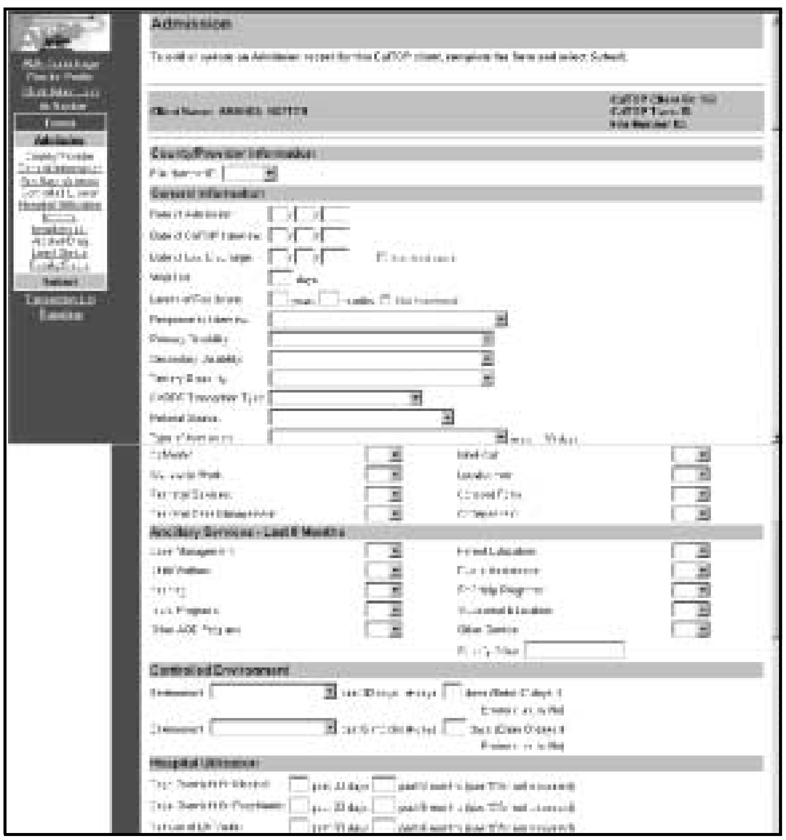
- When you have completed the *Admission - California Only* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see "Using Transaction IDs" on page38.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see "Error Messages" on page163. For a list of error messages and instructions on how to correct them, see "Error Messages" on page163.

Using the Admission Form

The *Admission* form is a extended version of the *Admission – California Only* form, and is used in conjunction with the *Admission ASI Lite* form. If you are using an Admission TOPPS II application such as the one provided by Delta Metrics, use the *Admission - CA* form. Do not use the *Admission* form.

Task 1: Accessing the Admission Form

	What to do	Results/Comments
1.	On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2.	In the **Form** list, select **Admission**.	
3.	Enter the **CalTOP Client ID** – or – Enter the **File Number ID**.	
4.	Click **Add**.	The *Admission* form is displayed.



5. Continue to Task 2.

Task 2: Entering General Admission Information

	What to do	Results/Comments
1.	In the **File Number ID** list, select a file number to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value by selecting another file number from the list.
2.	In the **Date of Admission** field, type the date of the client's admission.	Enter the date in this format: mm/dd/yyyy
3.	In the **Date of CalTOP Interview** fields, type the date of the client's CalTOP interview.	Enter the date in this format: mm/dd/yyyy
4.	In the **Date of Last Discharge** field, type the date of the client's most recent discharge from any facility. – or – Select the **Not Applicable** checkbox.	Enter the date in this format: mm/dd/yyyy
5.	In the **Wait List** field, type the number of days the client has been on a wait list.	
6.	In the **Length of Residence** fields, type the years and months that the client has lived at his or her current address. – or – Select the **Not Answered** checkbox.	
7.	In the **Response to Interview** list, select the term that best describes the client's response to the interview.	
8.	In the **Primary Disability, Secondary Disability,** and **Tertiary Disability** lists, select the type of disability or disabilities which the client has.	If you select **None** in the **Primary Disability** list, you must select **None** in the **Secondary** and **Tertiary Disability** lists.
9.	In the **CADDS Transaction Type** list, select **Initial Admission** or **Transfer** or **Change in Service**.	

What to do	Results/Comments
10. In the **Referral Source** list, select the person or organization that referred the client for treatment.	
11. In the **Type of Admission** list, select whether the client has or has not received substance abuse treatment services in the previous 30 days.	
12. In the following lists, indicate whether or not your client participates in the following programs or has completed the following forms: **CalWorks** **Medi-Cal** **Welfare to Work** **Locator Form** **Perinatal Services** **Consent Form** **Perinatal Case Management**	
13. In the **CoDependent** list, select whether or not the client is a codependent.	Data on codependents will not be used for the CalTOP Treatment Client Outcome Study.
14. Continue to Task 3.	

Task 3: Entering Ancillary Services – Last 6 Months Information

What to do	Results/Comments
1. In the following lists, indicate whether or not your client uses or has used the following services: **Case Management** **Parent Education** **Child Welfare** **Public Assistance** **Housing** **Self-Help Programs** **Infant Programs** **Vocational Education** **Other AOD Programs** **Other Services**	

What to do	Results/Comments
2. If you selected **Yes** in the **Other Services** list, in the **Specify Other** field, type the name of the service provided.	
3. Continue to Task 4.	

Task 4: Entering Controlled Environment Information

What to do	Results/Comments
1. In the **Environment past 30 days** list, select the type of controlled environment the client has lived in at any time during the past 30 days. – or – Select **No** if the client has not lived in a controlled environment in the past 30 days.	If the client has resided in more than one controlled environment, select the type in which he/she spent the most time.
2. In the first **# days** field, type the number of days the client has lived in the environment entered in Step 1. – or – If you selected **No** in Step 1, type **0**.	
3. In the **Environment past 6 months** list, select the type of controlled environment the client has lived in at any time during the past 6 months. – or – Select **No** if the client has not lived in a controlled environment in the past 6 months.	If the client has resided in more than one controlled environment, select the type in which he/she spent the most time.

What to do	Results/Comments
4. In the second **# days** field, type the number of days the client has lived in that environment. – or – If you selected **No** in the **Environment past 6 months** list, type **0**.	
5. Continue to Task 5.	

Task 5: Entering Hospital Utilization Information

What to do	Results/Comments
1. In the **Days Overnight for Medical** field, type the number of days the client has spent overnight in a hospital for a medical reason during the past 30 days and the past 6 months.	
2. In the **Days Overnight for Psychiatric** field, type the number of days the client has spent overnight in the hospital for a psychiatric reason during the past 30 days and the past 6 months.	
3. In the **Number of ER Visits** field, type the number of times the client has visited an emergency room during the past 30 days and the past 6 months.	
4. Continue to Task 6.	

Task 6: Entering Medical Background Information

What to do	Results/Comments
1. In the **Chronic Mental Illness** list, indicate whether or not the client has been diagnosed with chronic mental illness.	This is an optional value.
2. In the **Medication Prescribed for AOD Problem** list, select the type of medication prescribed for the client.	
3. In the **Client Pregnant at Admission** list, select the term that best describes the client's condition.	If the client's gender is designated as male, this field displays **Male** and cannot be modified.
4. If you selected **Yes** in the **Client Pregnant at Admission** list, in the **Month of Pregnancy began Prenatal Care** list, select the month the client began receiving prenatal care.	If the client's gender is designated as male, this field displays **Did not begin prenatal care** and cannot be modified.
5. Continue to Task 7.	

Task 7: Entering Employment/Support Status Information

What to do	Results/Comments
1. In the **Current Employment Status** list, select the amount of time the client spends working each week.	
2. In the **Highest School Grade Completed** field, enter the highest level of education completed by the client.	
3. In the **Vocational Training** list, indicate whether or not the client has participated in training for a vocation in the past 30 days and in the past 6 months. If the client did not answer the question, select **Not Answered**.	
4. Continue to Task 8.	

Task 8: Entering Alcohol/Drug Problems Information

	What to do	Results/Comments
1.	In the **Number of Prior AOD Treatments** field, type the number of prior treatments the client has received.	
2.	In the **Days Attended Self Help Groups** field, type the number of days the client attended a self-help group during the past 30 days.	
3.	In the **Needles** list, indicate whether or not the client has used needles in the past 12 months.	
4.	From the **Primary Drug Code** list, select the type of drug the client primarily uses.	**None** is not a valid option for **Primary Drug Code**.
5.	From the **Primary Route of Administration** list, select the method the client uses to administer the primary drug.	**N/A** is not a valid option for **Primary Route of Administration**.
6.	From the **Primary Frequency of Use** list, select the term that best describes the frequency of use of the primary drug.	**N/A** is not a valid option for **Primary Frequency of Use**.
7.	In the **Primary Age at First Use** field, enter the age at which the client first began using the primary drug.	**N/A** is not a valid option for **Primary Age at First Use**.
8.	From the **Secondary Drug Code** list, select the type of secondary drug the client uses.	If the client does not use a secondary drug, select **None**.
9.	From the **Secondary Route of Administration** list, select the method the client uses to administer the secondary drug.	If you selected **None** for **Secondary Drug Code**, enter **N/A** for **Secondary Route of Administration**, or leave the field blank.
10.	From the **Secondary Frequency of Use** list, select the term that best describes the frequency of use of the secondary drug.	If you selected **None** for **Secondary Drug Code**, enter **N/A** for **Secondary Frequency of Use**, or leave the field blank.

What to do		Results/Comments
11.	In the **Secondary Age at First Use** field, enter the age at which the client first began using the secondary drug.	
12.	From the **Tertiary Drug Code** list, select the type of drug the client uses.	If the client does not use a tertiary drug, select **None**. If you selected **None** for **Secondary Drug Code**, you must enter **None** for **Tertiary Drug Code** or leave the field blank.
13.	From the **Tertiary Route of Administration** list, select the method the client uses to administer the tertiary drug.	If you selected **None** for **Tertiary Drug Code**, enter **N/A** for **Tertiary Route of Administration**, or leave the field blank.
14.	From the **Tertiary Frequency of Use** list, select the term that best describes the frequency of use of the tertiary drug.	If you selected **None** for **Tertiary Drug Code**, enter **N/A** for **Tertiary Frequency of Use**, or leave the field blank.
15.	In the **Tertiary Age at First Use** field, enter the age at which the client first began using the tertiary drug.	
16.	Continue to Task 9.	

Task 9: Entering Legal Status Information

What to do		Results/Comments
1.	In the **Times Arrested** fields, type the number of times the client has been arrested during the past 30 days and the past 6 months.	
2.	In the **L.A. Parolee (CIW)** list, indicate whether or not the client is an L.A. Parolee.	If the client's gender is designated as male, this field displays **No** and cannot be modified.
3.	In the **CIW Priority Status** list, select the CIW priority status that best applies to the client.	If you selected **Yes** in the **L.A. Parolee (CIW)** list, you must select one of the three CIW priority statuses – **Not applicable** is not a valid option. If the client's gender is designated as male, this field displays **Not applicable** and cannot be modified.
4.	In the **Legal Status** list, select the term that best describes the client's legal status.	

What to do	Results/Comments
5. Continue to Task 10.	

Task 10: Entering Family/Social Background Information

What to do	Results/Comments
1. In the **Current Living Arrangements** list, select the term that best describes the client's living situation.	
2. In the **Number of Children Living with Client** field, type the number of children that have lived with the client during the past 30 days and the past 6 months.	
3. In the **Number of Children under 18 years** field, type the number of birth or adopted children the client has who are under 18 years of age.	
4. In the **Number of Children where Parental Rights Terminated** field, type the number of the children over which the client's parental rights have been terminated.	
5. In the **Are Any Children Living with Someone Else (due to child protection court order)** list, select **Yes**, **No**, or **Not Answered**.	
6. Continue to Task 11.	

Task 11: Submitting the *Admission* form

- When you have completed the *Admission* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see "Using Transaction IDs" on pag e38.

- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see "Error Messages" on page163. For a list of error messages and instructions on how to correct them, see "Error Messages" on page163.

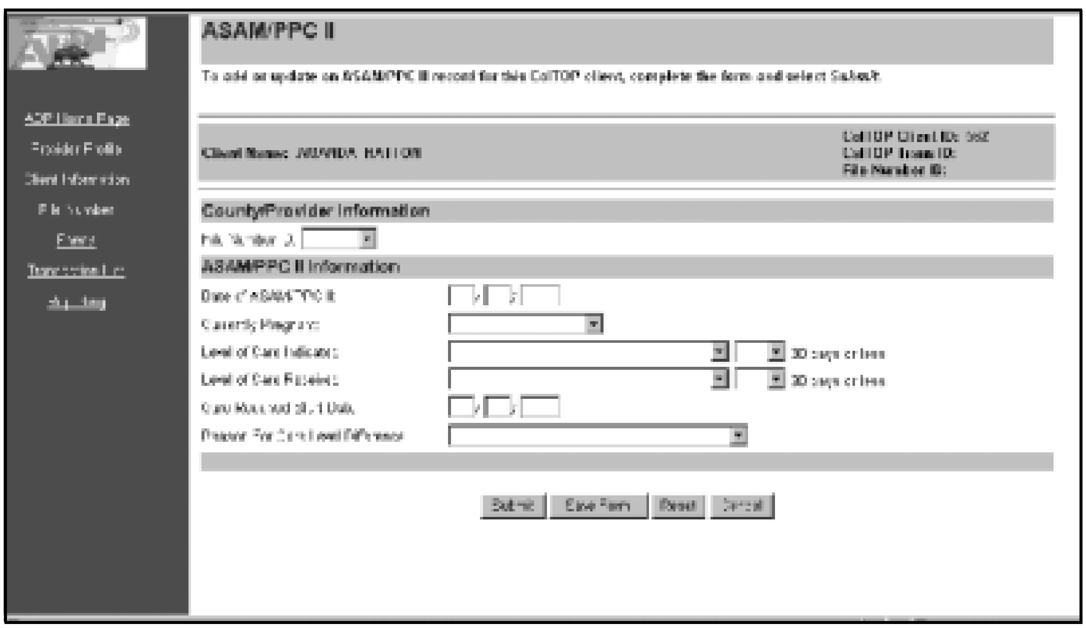
Using the ASAM/PPC II Form

You can use the *ASAM/PPC II* form to record an assessment of treatment required by a client, the level of care provided for a client at admission, and to report any changes in the level of care the client receives while at your provider site.

You can record an *ASAM/PPC II* transaction for a client even if you have not yet recorded an *Admission – California Only* or *Admission* transaction for the client.

Task 1: Accessing the ASAM/PPC II Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Forms** list, select **ASAM/PPC II**.	
3. Enter the **CalTOP Client ID**. – or – Enter the **File Number ID**.	
4. Click **Add**.	The *ASAM/PPC II* form is displayed.



5. Continue to Task 2.

Task 2: Entering ASAM/PPC II Information

What to do	Results/Comments
1. In the **File Number ID** list, select a file number to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value with another file number from the list.
2. In the **Date of ASAM/PPC II** field, type the date that the ASAM/PPC II assessment was performed.	The date of the *ASAM/PPC II* transaction must be on or after the date of the client's admission (if an admission exists). Enter the date in this format: mm/dd/yyyy
3. In the **Currently Pregnant** list, select whether the client was pregnant at the time treatment began.	
4. In the **Level of Care Indicated** list, select the term that best describes the level of care the client should receive, based on the assessment.	
5. In the **Level of Care Indicated - 30 days or less** list, select whether residential services indicated will be for 30 days or less.	Select a value only if **Level of Care Indicated** is: • Low Intensity Residential Services • Medum Intensity Residential Services, or • Residential Monitored Intensive Services If **Level of Care Indicated** is not one of the above, the **30 days or less** field must be blank.
6. In the **Level of Care Received** list, select the term that best describes the level of care the client actually received.	
7. In the **Level of Care Received - 30 days or less** list, select whether residential services received were for 30 days or less.	Select a value only if **Level of Care Received** is: • Low Intensity Residential Services • Medum Intensity Residential Services, or • Residential Monitored Intensive Services If **Level of Care Received** is not one of the above, the **30 days or less** field must be blank.

What to do	Results/Comments
8. In the **Care Received Start Date** field, enter the date the client began to receive care.	The Care Received Start Date may be different than the Date of ASAM PPCII.
9. If the values for **Level of Care Indicated** and **Level of Care Received** are different, in the **Reason for Care Level Difference** list, select the term that best describes why they are different. – or – Select **Not Applicable** if the values for the **Level of Care Indicated** and **Level of Care Received** lists are the same.	
10. Continue to Task 3.	

Task 3: Submitting the ASAM/PPC II form

- When you have completed the *ASAM PPC II* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see “Using Transaction IDs” on page 38.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see “Error Messages” on page163. For a list of error messages and instructions on how to correct them, see “Error Messages” on page163.

Using the Episode Status Change Form

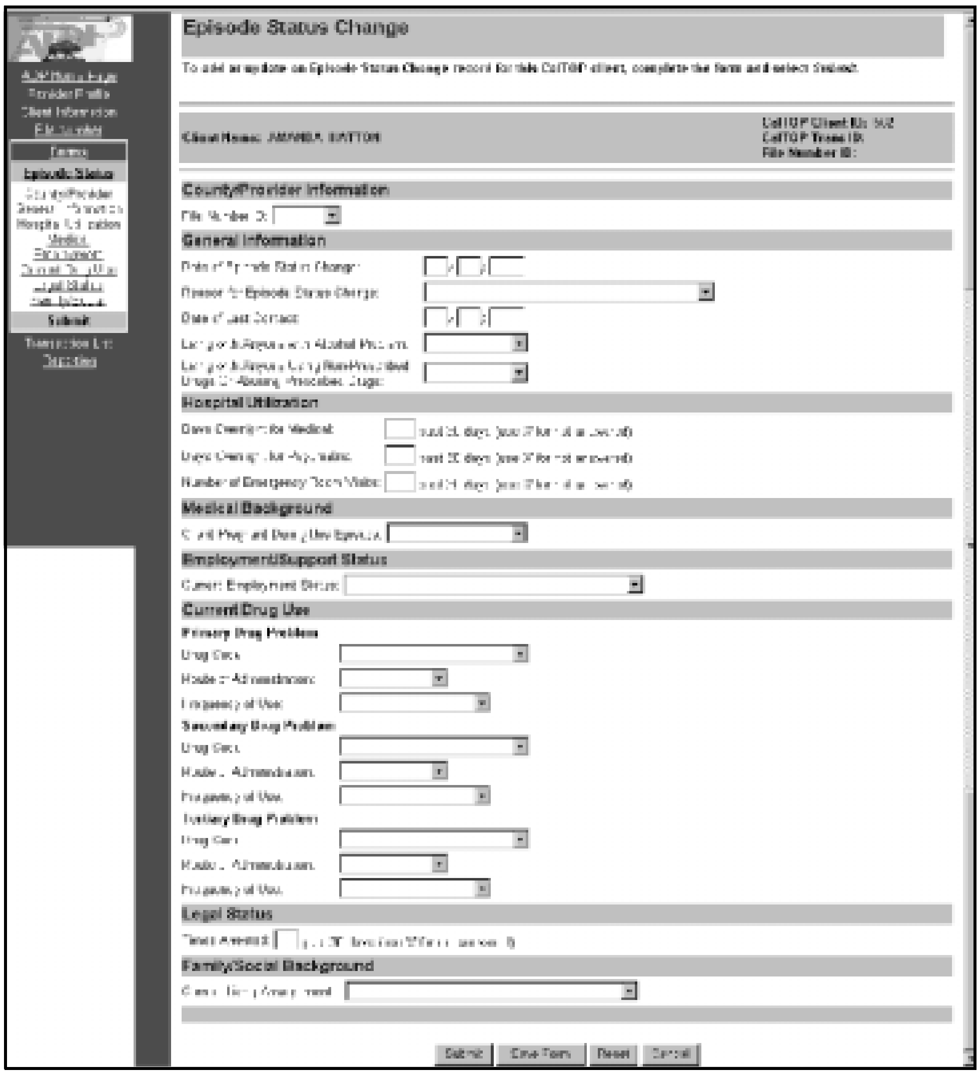
Use the *Episode Status Change* form to enter information when a client is discharged from a location.

You must have a complete *Admission* or *Treatment* transaction for a client before you can create an *Episode Status Change* transaction.

For information on when you should use the *Episode Status Change* form instead of the *ASAM/PPC II* form, contact UCLA. For information on contacting UCLA, see “How Can I Get Help?” on pag e7.

Task 1: Accessing the Episode Status Change Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Forms** list, select **Episode Status Change**.	
3. Enter the **CalTOP Client ID**. – or – Enter the **File Number ID**.	
4. Click **Add**.	The *Episode Status Change* form is displayed.



5. Continue to Task 2.

Task 2: Entering General Episode Status Change Information

What to do	Results/Comments
1. In the **File Number ID** list, select a file number to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value with another file number from the list.
2. In the **Date of Episode Status Change** field, type the date of the change in level of care provided to the client.	The date of the *Episode Status Change* transaction must be on or after the date of the client's earliest admission or treatment, and within 35 days of the client's latest admission or treatment. Enter the date in this format: mm/dd/yyyy
3. In the **Reason for Episode Status Change** list, select the reason the client's treatment status changed.	
4. In the **Date of Last Contact** fields, type the date that you last had any contact with the client, either in person or by phone.	Enter the date in this format: mm/dd/yyyy
5. In the following lists, indicate whether or not the client currently lives with another person who has a drug or alcohol problem: **Living with Anyone with Alcohol Problem** **Living with Anyone using Non-Prescribed Drugs Or Abusing Prescribed Drugs**	
6. Continue to Task 3.	

Task 3: Entering Hospital Utilization Information

What to do	Results/Comments
1. In the **Days Overnight for Medical** field, type the number of days the client has spent overnight in a hospital for a medical reason during the past 30 days.	

What to do	Results/Comments
2. In the **Days Overnight for Psychiatric** field, type the number of days the client has spent overnight in the hospital for a psychiatric reason during the past 30 days.	
3. In the **Number of Emergency Room Visits** field, type the number of times the client has visited an emergency room during the past 30 days.	
4. Continue to Task 4.	

Task 4: Entering Medical Background Information

What to do	Results/Comments
1. In the **Client Pregnant During this Episode** list, indicate whether the client is pregnant for the current episode.	If the client's gender is designated as male, this field displays **Male** and cannot be modified.
2. Continue to Task 5.	

Task 5: Entering Employment/Support Status Information

What to do	Results/Comments
1. In the **Current Employment Status** list, select the number of hours the client currently works per week.	
2. Continue to Task 6.	

Task 6: Entering Current Drug Use Information

What to Do	Results/Comments
1. From the **Primary Drug Code** list, select the type of drug the client primarily uses.	**None** is not a valid option for **Primary Drug Code**.

What to Do	Results/Comments
2. From the **Primary Route of Administration** list, select the method the client uses to administer the primary drug.	**N/A** is not a valid option for **Primary Route of Administration**.
3. From the **Primary Frequency of Use** list, select the term that best describes the frequency of use of the primary drug.	**N/A** is not a valid option for **Primary Frequency of Use.**
4. From the **Secondary Drug Code** list, select the type of secondary drug the client uses.	If the client does not use a secondary drug, select **None**.
5. From the **Secondary Route of Administration** list, select the method the client uses to administer the secondary drug.	If you selected **None** for **Secondary Drug Code**, enter **N/A** for **Secondary Route of Administration**, or leave the field blank.
6. From the **Secondary Frequency of Use** list, select the term that best describes the frequency of use of the secondary drug.	If you selected **None** for **Secondary Drug Code**, enter **N/A** for **Secondary Frequency of Use**, or leave the field blank.
7. From the **Tertiary Drug Code** list, select the type of drug the client uses.	If the client does not use a tertiary drug, select **None**. If you selected **None** for **Secondary Drug Code**, you must enter **None** for **Tertiary Drug Code** or leave the field blank.
8. From the **Tertiary Route of Administration** list, select the method the client uses to administer the tertiary drug.	If you selected **None** for **Tertiary Drug Code**, enter **N/A** for **Tertiary Route of Administration**, or leave the field blank.
9. From the **Tertiary Frequency of Use** list, select the term that best describes the frequency of use of the tertiary drug.	If you selected **None** for **Tertiary Drug Code**, enter **N/A** for **Tertiary Frequency of Use**, or leave the field blank.
10. Continue to Task 7.	

Task 7: Entering Legal Status Information

What to do	Results/Comments
1. In the **Times Arrested** field, type the number of times the client has been arrested during the past 30 days.	
2. Continue to Task 8.	

Task 8: Entering Family/Social Background Information

What to do	Results/Comments
1. In the **Current Living Arrangements** list, select the phrase that best describes the client's current housing status.	
2. Continue to Task 9.	

Task 9: Submitting the Episode Status Change form

- When you have completed the *Episode Status Change* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see "Using Transaction IDs" on page 38.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see "Error Messages" on page163. For a list of error messages and instructions on how to correct them, see "Error Messages" on page163.

F. Entering Client Treatment Information

The CalTOP system has three forms you can use to enter client treatment information: the *Treatment* form, the *Treatment – One Client* form, and the *Treatment – Many Client* form.

Treatment transactions require that field entries correspond to the type of service provided. Use the table in “Service Code-dependent Field Values” on page138 to help you enter values in the forms.

The following table describes when to use each form:

Use this form	In this case
Treatment	To record or update a single treatment for one client, such as an outpatient treatment.
Treatment – One Client	To record one or more treatments for the same client, such as several daily treatments for a resident.
Treatment – Many Client	To record up to 10 treatments for one or more clients, such as for a group counseling session or resident dosing.

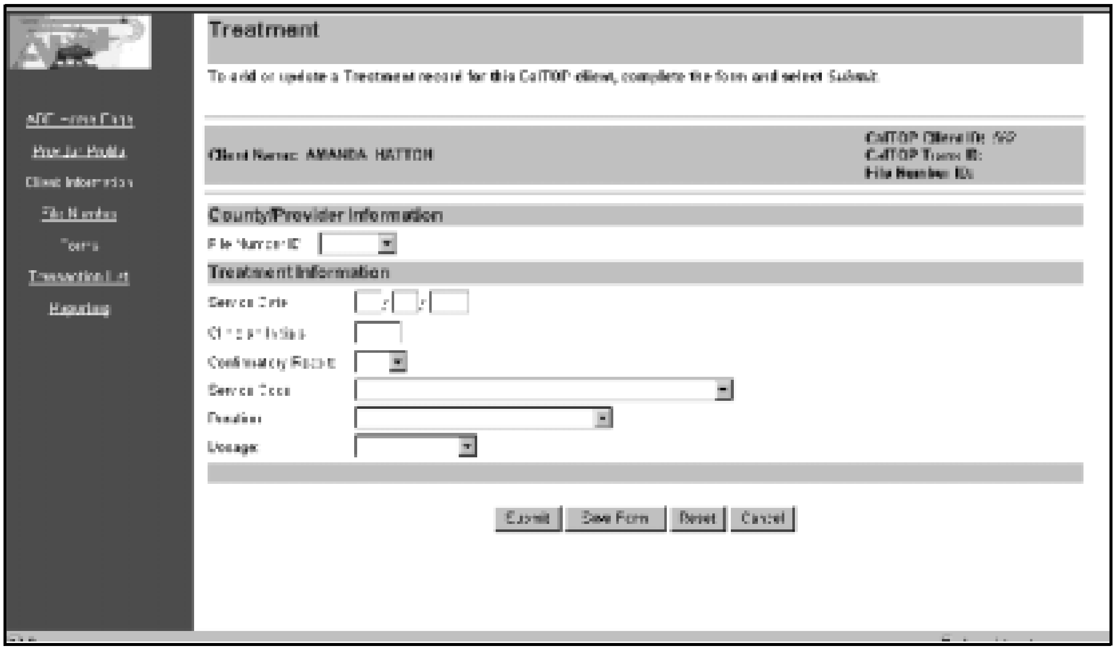
Using the Treatment form

Use the *Treatment* form to enter or update a single treatment for one client.

Task 1: Accessing the Treatment Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Forms** list, select **Treatment**.	
3. Enter the **CalTOP Client ID**. – or – Enter the **File Number ID**.	
4. Click **Add**.	The *Treatment* form is displayed.

What to do	Results/Comments



Task 2: Creating Client Treatment Transactions

What to do	Results/Comments
1. In the **File Number ID** list, select a file number to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value with another file number from the list.
2. In the **Service Date** fields, type the date of the client's treatment.	The date of the *Treatment* transaction must be on or after the date of the client's earliest admission (if an admission exists). Enter the date in this format: mm/dd/yyyy
3. In the **Clinician Initials** field, type the initials of the clinician providing the treatment.	This field requires a value only for certain service codes. Refer to "Service Code-dependent Field Values" on page137 for more information.
4. In the **Confirmatory Report** list, indicate whether or not the treatment requires a confirming report, or leave **[Blank]** if a report is not applicable for the treatment.	This field requires a value only for certain service codes. Refer to "Service Code-dependent Field Values" on page138 for more information.

What to do	Results/Comments
5. In the **Service Code** list, select the type of treatment provided.	See “Service Code-dependent Field Values” on page 138 for a complete list of available service codes.
6. In the **Duration** list, select the appropriate range of time associated with the treatment provided.	This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
7. In the **Dosage** list, select the medication dosage associated with the treatment provided.	This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.

Task 3: Submitting the Treatment form

- When you have completed the *Treatment* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see “Using Transaction IDs” on pag e38.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see “Error Messages” on page163. For a list of error messages and instructions on how to correct them, see “Error Messages” on page163.

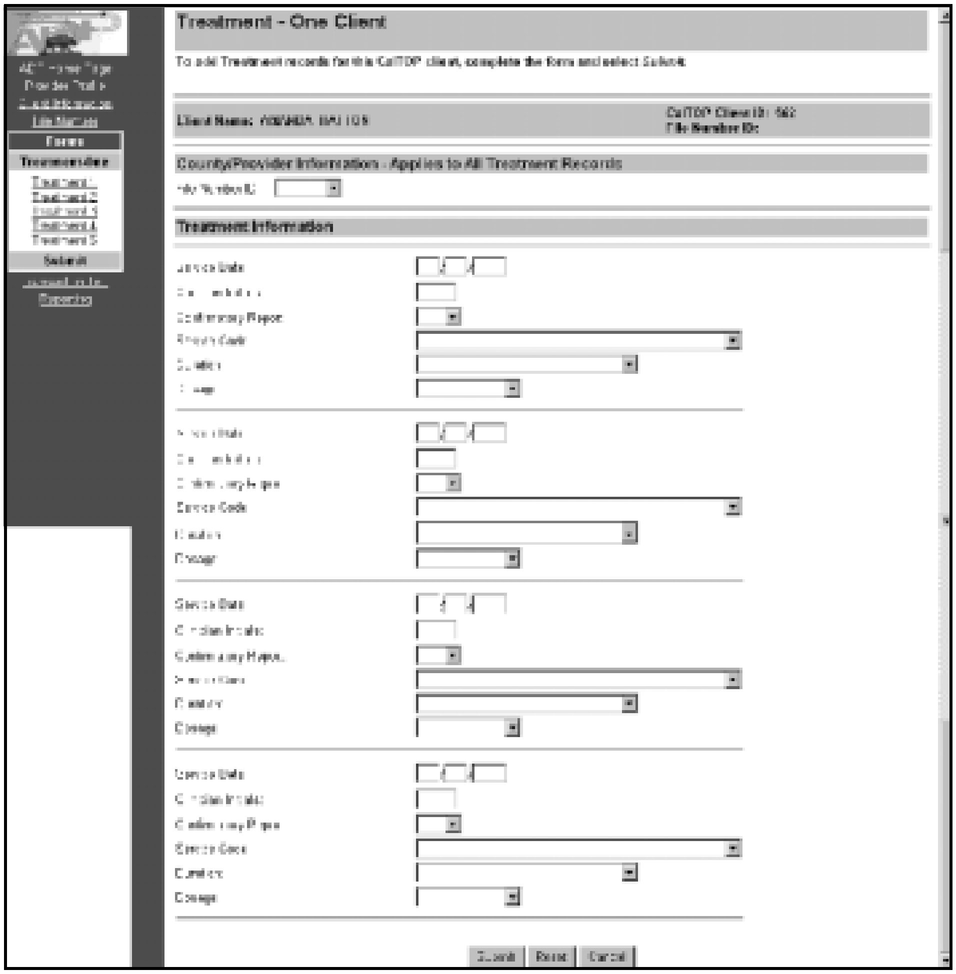
Using the Treatment – One Client Form

The *Treatment – One Client* form enables you to add up to five treatments for one client using a single form.

Task 1: Accessing the Treatment – One Client Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Forms** list, select **Treatment – One Client**.	
3. Enter the **CalTOP Client ID**. – or – Enter a **File Number ID**.	
4. Click **Add**.	The *Treatment – One Client* form is displayed.

What to do	Results/Comments



Task 2: Creating Client Treatment Transactions

What to do	Results/Comments
1. In the **File Number ID** list, select a file number to associate with the transaction.	This is an optional value and may be left blank. If you have assigned a default file number for the client, this value appears in the list automatically. You can override this value with another file number from the list.
2. In the **Service Date** field, type the date of the client's treatment.	The date of the *Treatment – One Client* transaction must be on or after the date of the client's earliest admission (if an admission exists). Enter the date in this format: mm/dd/yyyy

What to do	Results/Comments
3. In the **Clinician Initials** field, type the initials of the clinician providing the treatment.	This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
4. In the **Confirmatory Report** list, indicate whether or not the treatment requires a confirming report, or leave **[Blank]** if a report is not applicable for the treatment.	This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
5. In the **Service Code** list, select the type of treatment provided.	See “Service Code-dependent Field Values” on page 138 for a complete list of available service codes.
6. In the **Duration** list, select the appropriate range of time associated with the treatment provided.	This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
7. In the **Dosage** list, select the medication dosage associated with the treatment provided.	This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
8. Repeat steps 2-7 in the remaining fields for up to four more treatment transactions.	

Task 3: Submitting the Treatment – One Client form

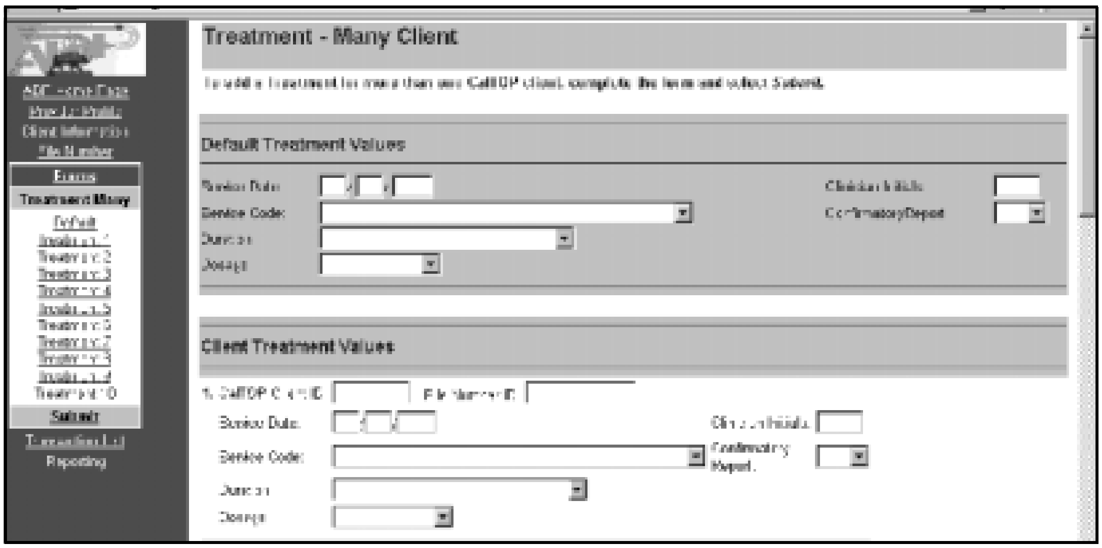
- When you have completed the *Treatment - One Client* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see “Using Transaction IDs” on page 38.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see “Error Messages” on page163. For a list of error messages and instructions on how to correct them, see “Error Messages” on page163.

Using the Treatment – Many Client Form

The *Treatment – Many Client* form enables you to enter up to ten treatment transactions for one or more clients. Use this form when many clients receive the same treatment, as in a group session.

Task 1: Accessing the Treatment – Many Client Form

What to do	Results/Comments
1. On the CalTOP Navigation bar, click the **Forms** link.	The Forms page is displayed.
2. In the **Forms** list, select **Treatment – Many Client**.	
3. Click **Add**.	The *Treatment – Many Client* form is displayed.



Task 2: Entering Default Treatment Values

The data entered in the Default Treatment Values fields will be copied for up to ten clients you specify. If certain default values are not applicable, you may override the default for any given client.

What to do	Results/Comments
1. Under Default Treatment Values, in the **Service Date** field, type the date of treatment you want to be displayed by default.	If you type a date in this field, this date will be used in all **Service Date** fields under Client Treatment Values when you submit the form, or you can enter different dates in the fields as needed. The service date must be on or after the date of the client's earliest admission (if an admission exists). Enter the date in this format: mm/dd/yyyy

What to do	Results/Comments
2. Under Default Treatment Values in the **Clinician Initials** field, type the initials of the clinician providing the treatment you want to be displayed by default.	If you type a value in this field, the value will be used in all **Clinician Initials** fields under Client Treatment Values when you submit the form, or you can enter different values as needed. This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
3. Under Default Treatment Values in the **Service Code** list, select the default type of treatment provided.	If you select a value in this field, the value will be used in all **Service Code** fields under Client Treatment Values when you submit the form, or you can enter different values as needed. See “Service Code-dependent Field Values” on page 138 for a complete list of available service codes.
4. Under Default Treatment Values in the **Confirmatory Report** list, indicate the default value you want displayed in the list: select **Yes** or **No** to indicate whether or not the treatment requires a confirming report, or leave **[Blank]** if a report is not applicable for the treatment.	If you select a value in this field, the value will be used in all **Confirmatory Report** fields under Client Treatment Values when you submit the form, or you can enter different values as needed. This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
5. Under Default Treatment Values in the **Duration** list, select the default range of time associated with the treatment provided that you want to be displayed.	If you select a value in this field, the value will be used in all **Duration** fields under Client Treatment Values when you submit the form, or you can enter different values as needed. This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.
6. Under Default Treatment Values in the **Dosage** list, select the default medication dosage associated with the treatment provided that you want to be displayed.	If you select a value in this field, the value will be used in all **Dosage** fields under Client Treatment Values when you submit the form, or you can enter different values as needed. This field requires a value only for certain service codes. Refer to “Service Code-dependent Field Values” on page138 for more information.

Task 3: Creating Client Treatment Transactions

- In the Client Treatment Values section, enter up to 10 Client IDs or File Number IDs. You may enter values in any field where the default values are not accurate. Any values you enter manually will not be overridden by the default values.

Task 4: Submitting the Treatment – Many Client form

- When you have completed the *Treatment - Many Client* form, you can submit the data to the CalTOP server by clicking the **Submit** button. If the submission is successful (no errors were found), a message will be displayed with the Transaction ID assigned to the transaction. For an example of a successful submission message, see “Using Transaction IDs” on page38.
- If an error message (client side or server side) is displayed, follow the instructions to correct the error, then click **Submit** again. For an example of client side and server side errors, see “Error Messages” on page163. For a list of error messages and instructions on how to correct them, see “Error Messages” on page163.

! Treatments added through the *Treatment – One Client* and *Treatment – Many Client* forms must be updated and deleted individually.

G. Lesson Review

In this chapter you learned how to enter the following types of transactions:

- Contact
- Admission
- Episode Status Change
- ASAM/PPC II
- Treatment

Quiz

Test your knowledge by answering the following questions:

1. You can create client admission transactions before adding a *Client Information* record.

   True False

2. You must create both *Admission* and *Admission – California Only* transactions to complete a client's admission.

   True False

3. A typical order of entry for client data using CalTOP forms is: *Client Information*, *Admission – California Only*, *ASAM/PPC II*.

   True False

4. The *Treatment – One Client* form can be used to record multiple treatments for one client.

   True False

1.F 2.F 3.T 4.T